



Child Day Care Center Administrative Permit

City of Carlsbad
Planning Department

Where can I locate a Child Day Care Center that can be approved administratively? Child day care centers can be approved by the Planning Director with an administrative approval if they are located in the R-3, RD-M, or R-P Zones.

What do I need to do? Submit your completed Land Use Review Application Form, Administrative Permit Requirements, and fees at the public counter of the Planning Department at 1635 Faraday Avenue, (760) 602-4610. A proposed project requiring multiple applications to be filed must be submitted prior to 3:30 p.m. A proposed project requiring only one application to be filed must be submitted prior to 4:00 p.m. Your application won't be accepted until all required application materials are submitted. See Fee Schedule for processing fee amounts. If your site is within the Coastal Zone, then your application will also be considered as an application for a Coastal Development Permit.

How much does the permit cost? See latest fee schedule.

Who needs to be notified and what happens then? You must submit a list of all property owners within 300 feet of the site of your proposed child day care center. A notice will be sent to these property owners saying that they have 15 working days to comment on your proposal and that a public hearing will be held if they submit a written request to the Planning Director. After the Planning Department reviews your proposal, the Planning Director may approve it, approve it with conditions, or deny the permit. If your application is approved, you will receive written notification.

What happens if the Planning Director's decision is appealed? If the Planning Director's decision is appealed in writing (within 10 calendar days of the Director's decision) by an interested party, the proposal would be reviewed by the Planning Commission. The appeal must specifically state the reason or reasons for the appeal and the manner in which the decision of the Director is in error, inconsistent with State law, the general plan, the zoning ordinance or any policy of the City. The decision by the Planning Commission would be considered final.

What does the City require my Child Day Care Center to have? A brief explanation is provided below but you may also wish to review the Child Care Ordinance, Carlsbad Municipal Code Section 21.83.080, for further details.

- Must have current State licenses and permits.
- Meets all required Zoning standards.
- Indoor/Outdoor play areas which meet County requirements. The play area must be enclosed by a 5' barrier, wall or fence. If located next to residential property, the barrier must be solid construction.
- The outdoor play space must be viewable from inside the child day care center.
- Windows must be located to maximize the ability for children to see out of windows.
- Parking must be provided at one space/employee plus one space for each 10 children minimum but can't be located in required frontyards.
- An adequate on-site loading/unloading area has to be provided which can be easily accessed from the child day care center without crossing any driveways or streets. This area may be counted toward the required parking.
- If you want to locate on a church site, please speak with the staff at the Development Processing Counter.